

EMPLOYMENT OPPORTUNITY

THE TOWN OF MARANA IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

JOB TITLE: Assistant Town Attorney
DEPARTMENT: Legal
SALARY RANGE: \$64,534 – \$96,801
HIRING RANGE: \$64,534 – \$80,667
FLSA STATUS: Exempt (not eligible for overtime)

JOB NUMBER: 261-0415-18
OPENING DATE: April 9, 2015
CLOSING DATE: Open until filled (First review date April 22, 2015)
NORMAL WORK HOURS: 8–5 (M–F)

DESCRIPTION:

Marana is one of Arizona's most desirable places to live, growing more than 9 percent between the 2010 Census and 2013. At more than 120 square miles and 40,000 residents, Marana lies approximately 20 minutes northwest of downtown Tucson and 75 minutes southeast of Phoenix. Marana incorporated in 1977 and uses the council-manager form of government. More than 300 professionals are employed by the Town. The Town of Marana is also home to the Southwest's largest Ritz-Carlton resort property. The Town makes its decisions based on a Strategic Plan that has five focus areas: Commerce, Community, Heritage, Innovation, and Recreation.

Marana's standards are high. We strive to continue to be an organization of excellence and have developed four Cultural Value Statements that provide the guidelines for how we work together. Our Cultural Value Statements are: We are dedicated to service excellence-We do what it takes to make the Town of Marana better-We treat everyone in our community (both employees and citizens) like family-We trust and value each other.

POSITION DESCRIPTION:

The Legal Department is seeking a highly motivated individual to provide professional legal work for the Town of Marana. With minimal supervision and guidance from a higher level attorney, the individual in this position will perform criminal prosecution work involving legal research and writing, pre-trial hearings, bench and jury trials, appeals and frequent communication with victims, defendants, defense attorneys and police officers.

The ideal candidate must be able to prioritize and multi-task in a fast-paced environment, have the ability to work with minimal supervision, have excellent attention to detail and exceptional communication skills (verbal and written) and have the ability to establish and maintain working relationships with employees, court officials, attorneys and the general public.

EXAMPLES OF DUTIES:

- Prosecutes misdemeanor criminal offenses in the Town of Marana from inception to resolution
- Prepares and appears for arraignments and pre-trial hearings and tries jury and non-jury trials with defendants and/or attorneys
- Reviews files on each case including police reports, previous convictions and motions from defense attorneys; prepares any necessary correspondence or paperwork, including plea offers
- Provides assistance to the general public regarding pending cases and responds to questions from the Marana Police Department and Code Enforcement officials
- Confers with victims on an ongoing and regular basis to ensure proper implementation of victims' rights laws
- Researches case law, writes appellate briefs and provides written responses to motions

MINIMUM REQUIREMENTS:

- Juris Doctor degree from a law school accredited by the American Bar Association
- Member in good standing of the State Bar of Arizona
- Three years of progressive prosecutorial experience

PREFERRED REQUIREMENTS:

- Five years of progressive prosecutorial experience

RECRUITMENT PROCESS:

If you meet the minimum requirements, submit a completed Town of Marana application which can be supplemented with a resume and cover letter. Candidates are responsible for verifying receipt of materials. Applications may be submitted by applying online at www.marana.com and following the employment link.



marana.com

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REVIEW PROCESS:

Applications are reviewed as they are received. Job posting will remain open until a sufficient number of applicants have met the minimum requirements and have been scheduled for testing.

TESTING:

Candidates invited to an interview will also complete a practical exercise.

TOWN OF MARANA CONTACT INFORMATION:

11555 West Civic Center Drive
Marana, AZ 85653
ph (520) 382-3499 / fx (520) 382-3500
www.marana.com

QUESTIONS:

Human Resources Staff Contacts
Nikki Hemphill / 520-382-1925 / nhemphill@marana.com

THE TOWN OF MARANA IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE A REASONABLE ACCOMMODATION AT ANY STAGE OF THE APPLICATION/EXAM PROCESS DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT PRIOR TO ANY DEADLINES RELATED TO THIS RECRUITMENT PROCESS OR CLICK ON THE LINK BELOW TO FILL OUT A REASONABLE ACCOMMODATION REQUEST FORM. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT IF YOU WOULD LIKE THIS PUBLICATION IN AN ALTERNATIVE FORMAT.